

Project Manager

Company: Chippewa Valley Ethanol Company

Reports To: General Manager

Employment Type: Full-Time (Exempt)

Position Summary

Chippewa Valley Ethanol Company is seeking a Project Manager to plan, direct, and coordinate capital and large maintenance projects. This role is responsible for ensuring projects are completed on time, within scope, and on budget while supporting plant operations, maintenance initiatives, and energy efficiency efforts.

Key Responsibilities

- Manage projects from initiation through completion, ensuring alignment with scope, budget, and timeline
 - Coordinate internal teams, vendors, and contractors to ensure successful project execution
 - Develop project plans, assign responsibilities, and track progress against milestones
 - Ensure proper resource allocation and resolve project-related issues proactively
 - Communicate project updates, risks, and changes to stakeholders and leadership
 - Perform risk assessments and implement mitigation strategies
 - Oversee project documentation, including specifications and records management
 - Coordinate project work with plant operations, including scheduled shutdowns
 - Evaluate project outcomes and identify opportunities for improvement
 - Support budgeting processes and cost-benefit analyses for projects
 - Build and maintain strong vendor and contractor relationships
 - Assist with troubleshooting, plant-wide initiatives, and continuous improvement efforts
 - Promote and uphold workplace safety standards and practices
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Supervisory Responsibilities

- Lead, coach, and support team members as needed
 - Participate in hiring, training, and performance management
 - Foster a positive team environment and maintain confidentiality
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Qualifications

Education & Experience

- Bachelor's degree in Mechanical Engineering or related field **OR** equivalent project/construction management experience
- Experience with project management tools (e.g., Microsoft Project, Gantt charts)
- Proficiency in AutoCAD and Microsoft Excel preferred

Skills & Abilities

- Strong project planning, organization, and multitasking skills
 - Excellent communication and leadership abilities
 - Ability to analyze data, solve problems, and make informed decisions
 - Effective collaboration and consensus-building skills
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Work Schedule

- Monday–Friday, typical 40-hour workweek
 - Flexibility required to meet project deadlines and operational needs
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Work Environment & Physical Requirements

- Work environment includes both office and plant settings
 - Must be able to perform duties in a manufacturing environment with appropriate safety measures
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Additional Expectations

- Maintain regular attendance and punctuality
- Follow all safety and security procedures
- Conduct work professionally with respect for others
- Support a clean, safe, and efficient workplace

Starting salary \$80,000

Based on the candidate's qualifications